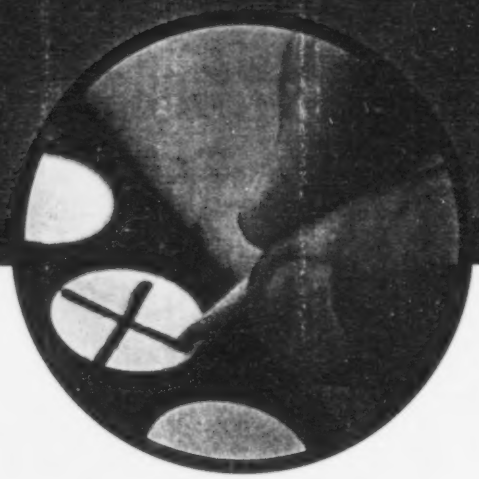
CANDIDATE'S GUIDE



Local Elections in British Columbia 2005

BRITISH COLUMBIA
Ministry of Community Services

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This Guide may be photocopied.

NOTE: Although this Guide was prepared to help candidates understand the electoral process and legislation regarding local elections in British Columbia, each candidate must refer to the *Local Government Act* and its amendments for specific interpretation and advice.

Candidates in elections conducted by the City of Vancouver should refer to the *Vancouver Charter* and its amendments.

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Introduction

This guide is designed to be a resource for anyone who is interested in seeking election or re-election to local government office. It provides an overview of the election process in British Columbia and a summary of the steps you need to take to run as a **candidate** or run a **campaign** in a local election. This includes running for office on a **municipal council**, **regional district board**, a **local community commission**, or the **Islands Trust Council**.

For easy reference, the chapter titles of this guide follow those of the legislation whenever possible, and the relevant section numbers from the *Local Government Act* and *Vancouver Charter* are listed with each chapter title. Terms that are in **boldface** font are further explained in the Glossary.

If you have any questions about the material in this guide or you would like more information about local government elections in general, please contact your local government office or:

Ministry of Community Services
Local Government Department
PO Box 9839 Stn. Prov. Govt.
Victoria, BC V8W 9T1
Phone: (250) 387-4020

This guide is available on the Ministry's website at:
www.gov.bc.ca/cserv/lgd/gov_structure/elections/candidates_guide.pdf

Much of the information explained in this guide also applies to candidates for **school board** trustee. Of particular interest to school board trustee candidates will be the chapters on Nominations, Campaign Finance and Campaigning.

Candidates for school board trustee may also wish to obtain a copy of the *School Trustee Elections Procedures Guide*, which is available on the Ministry of Education website at:

http://www.gov.bc.ca/bced /legislation/trustee_election/

For more information about becoming a school board trustee, please contact your local school district, or call or write:

Ministry of Education
Governance and Legislation Unit
PO Box 9146 Stn. Prov. Govt.
Victoria, BC V8W 9H1
Phone: (250) 356-1404

This guide does not cover every aspect of local elections. For specific provisions and additional details, please refer directly to the latest consolidation of statutes on the provincial government website:

Local Government Act	http://www.qp.gov.bc.ca/statreg/stat/L/96323_00.htm
School Act	http://www.qp.gov.bc.ca/statreg/stat/S/96412_00.htm

These Acts are also available in your local library or from:

Crown Publications Inc.
521 Fort Street
Victoria, BC V8W 1E7
Phone: (250) 386-4636
Fax: (250) 386-0221

Responsibilities of Elected Officials

Since 1990, **general local elections** for mayors, councillors, electoral area directors, and Islands Trust local trustees in British Columbia have been held every three years. **General voting day** is the third Saturday in November.

Local elections are the foundation of democratic local governments. In an election, residents and property owners determine the body of individuals who will make decisions on their behalf regarding the assortment of services they will receive, the level of taxation and fees for those services, and the representation of their community to the rest of the world.

While holding elected office can be a very rewarding way to serve your community, there are some responsibilities and restrictions you should be aware of before making your decision.

Term of Office

If you are elected in a **general local election**, you will be expected to serve a three-year term. This term will officially begin in early December following the election, if you have delivered your oath or affirmation of office to the corporate officer before this time, and ends immediately before the first meeting in December three years later, after the next general election.

If you are elected in a **by-election**, you will be expected to serve until the next general local election. Your term of office will begin as soon as you deliver your oath or affirmation of office to the corporate officer and will end immediately before the first meeting of the local government in the December after the next general election.

A term of office may be ended early by resignation or disqualification from office.

Time Commitment

You should be aware that holding local office can be time consuming. In addition to regular meetings – usually one meeting a week for municipal **councils** and one meeting a month for regional district **boards** – you may be asked to sit on special committees, boards or commissions that also require a significant time commitment. You might consider talking to someone who is currently a local elected official to find out how much time you will be expected to commit.

Council and board members are expected to attend every council or board meeting, although this is not mandatory. If a council or board member is absent from meetings for a period of 60 consecutive days or four consecutive regularly scheduled council or board meetings (whichever is longer) he or she is disqualified from office. This does not apply if the person is absent because of illness or injury, or if the council or board has given the person permission to be absent.

Remuneration

Elected officials generally receive honouraria or other financial compensation for the time and energy they have devoted to their communities. This remuneration varies from community to community – check with your local government official to find out about remuneration for elected officials in your area.

Obligation to Vote

In **council** and **board** meetings, every elected official present is expected to participate in all votes and it is not possible to abstain from voting. Be aware that if you do not indicate your preference in a vote, the official record will show that you voted in favour of the motion.

In council and board meetings, every elected official present is expected to participate in all votes and it is not possible to abstain from voting.

Conflict of Interest

Conflict of interest voting rules in the *Community Charter* and *Vancouver Charter* require that, once in local office, you not vote on or participate in discussions about any matters where you have a direct or indirect financial interest that is not shared with the broader community. An indirect financial interest might be present where a matter affects a family member or close business associate. [*Community Charter* – sections 100-109, *Vancouver Charter* – sections 145.2-145.92]

If you do have such an interest, you must:

- declare your interest in the matter;
- withdraw from the meeting;
- not participate in the discussion or vote; and
- not attempt to influence, in any way, the voting of other elected officials on the matter.

If you participate in the discussion or vote, or attempt to influence the vote, you risk being disqualified from office.

Contracting Conflict

The owner of Johnson Bros. Waste Management, a local family-run garbage collection company, is a member of municipal council. His business holds contracts with two other nearby municipalities, but does not currently have the contract in the municipality where he is a councillor– although the company did submit an unsuccessful bid the last time that there was a request for tenders.

As the end of the current garbage collection contract nears, council is asked to consider whether to extend the current contract or put the contract out to tender. Councillor Johnson has a direct or indirect financial interest in this matter, and is likely to be in a conflict of interest situation if he participates in making the decision.

If Johnson Bros. planned to submit a new bid, Councillor Johnson's financial interest would be direct. However, even if Johnson Bros. does not plan to submit a bid, with a small number of other companies operating in the region, Councillor Johnson has an indirect financial stake in decisions affecting any of the companies that compete with Johnson Bros.

Councillor Johnson must avoid any risk of being perceived as influencing or affecting the decision by informing council about his connection to the service and excusing himself from further debate and discussion by leaving the room until the council moves on to another topic.

Ethical Conduct

In addition to conflict of interest provisions, the *Community Charter* and *Vancouver Charter* contain other rules regarding the ethical behaviour of elected officials. These rules pertain to accepting gifts, using insider information, using elected office to influence a decision of the local government or an outside person or organization, using elected office to pressure local government staff, and disclosure of contracts with the local government. [*Community Charter* – sections 100-109, *Vancouver Charter* – sections 145.2-145.92]

Ongoing Financial Disclosure

All elected officials are required to file a **financial disclosure statement** under the *Financial Disclosure Act* when nominated for office, each year while holding office, and when leaving office. This statement details the corporate and personal holdings of the elected official. By providing transparency regarding financial interests, this statement helps to identify potential conflict of interest situations. The financial disclosure statement is not the same as the **campaign financing disclosure statement**, which is only required at the end of the election process. Financial disclosure statements related to the holding of office must be filed with the local government corporate officer.

The financial disclosure statements of elected officials are open to public scrutiny, and failure to file a financial disclosure statement carries a penalty of up to $10,000.

Qualifications

Local Government Act – sections 66 – 68
Vancouver Charter – sections 38 – 40

Who May Run

You may run for any local government office if you:

- are a Canadian citizen;
- are at least 18 years old on election day;
- have lived in British Columbia for at least six months; and
- have not been disqualified from voting in this election.

You do not have to live in the jurisdiction in which you are running for office.

Who May Not Run

You may not run for local government office if you:

- are a judge of the Provincial Court, Supreme Court or Court of Appeal;
- are an employee or salaried officer of the local government, unless you have taken a leave of absence to run for office and agree to resign if elected;
- are under sentence for an indictable offence and are in custody or in prison;
- have been found guilty of an elections offence, such as double voting or buying votes, and are prohibited from holding office; or
- have been disqualified from this election for failing to:
  - file a disclosure statement in a previous election;
  - make an oath of office; or
  - attend meetings.

The requirement that local government employees take a leave of absence to run for office and resign if elected is intended to prevent a conflict between roles for elected officials, and therefore extends to employees of one local government who are seeking office with another local government.

A municipal employee may not be an **electoral area director** for a regional district of which his or her employer is a member, nor may a regional district employee be a **mayor** or **councillor** of any of the regional district's member municipalities. Similarly, the employee of a municipality within the Islands Trust may not serve as a **local trustee**, nor may an employee of the Islands Trust serve as a mayor or councillor of any municipality in the trust area.

*If you are interested in running for **school board** trustee, please check sections 32 - 34 of the School Act for additional details.*

You may not run for local government office if you have been disqualified from this election for failing to:

- file a disclosure statement in a previous election;
- make an oath of office; or
- attend meetings.

Nominations

Local Government Act – sections 69 – 78
Vancouver Charter – sections 41 – 50

Who May Nominate

In order to become a **candidate** for any local government office you must be nominated by two people who are qualified to vote in the jurisdiction where you are seeking election. In local elections, eligibility to vote is based on residence within the boundaries of the local government or ownership of property within the boundaries of the local government. These two categories of voters are referred to as **resident electors** and **non-resident property electors** – no individual can be both a resident elector and a non-resident property elector in the same jurisdiction.

Nomination Papers

Nomination packages are typically available from the local government office two to four weeks before the nomination period begins and will remain available until the nomination period ends.

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The nomination must be submitted to the **Chief Election Officer** – or a person designated by the Chief Election Officer – in writing, and include the following:

- your full name;
- your usual name, if it is different from your full name and you would rather have that on the ballot – e.g. Bob instead of Robert;
- the office for which you are nominated;
- your residential address;
- your mailing address, if different from your residential address;
- the names and residential addresses of your two nominators, and, if one or both of your nominators is a **non-resident property elector**, the address of the property owned by the nominator in the jurisdiction; and
- a statement signed by your nominators that, to the best of their knowledge, you are qualified to hold local government office in British Columbia.

In order to be accepted, the nomination must be accompanied by the following documents that provide evidence of your consent and preparedness to run in the election:

- your written consent to the nomination;
- your **solemn declaration** that you are qualified to be nominated for office and that the information provided in the nomination documents is true; and
- your **financial disclosure statement**, as required by section 2(1) of the *Financial Disclosure Act*.

If you have been endorsed by an **elector organization**, your nomination should be accompanied by the following:

- a statement that you have been endorsed by that organization and wish to have the organization's name appear on the ballot;
- a **solemn declaration** from your **elector organization** that the organization fulfils the requirements for endorsing a **candidate**; and
- your written consent to the endorsement.

Your solemn declaration may be made in advance or taken by the **Chief Election Officer** when you deliver your nomination documents.

Nomination Deposits

Local governments may require that a nomination deposit of up to $100 accompany your nomination papers – check with your local government office to see if a nomination deposit is required.

If a deposit is required, it will be fully refunded when you file your campaign finance disclosure documents following the election. If you fail to file a **campaign financing disclosure statement**, or obtain a court order for relief from this requirement, your nomination deposit will be forfeited to the local government.

Your nomination deposit will be refunded if you withdraw before the end of the nomination period. Any refunds owed for this reason are paid at the end of the nomination period.

School boards *may also require a nomination deposit with all nominations; check with your local school board to see if one is required.*

Nomination Period and Declaration of Candidates

The nomination period, the only time that the **Chief Election Officer** is permitted to accept nomination papers and deposits, lasts for ten days, from 46 to 36 days before **general voting day**. The nomination period officially begins at 9 a.m. on the first day and ends at 4 p.m. on the last day. Notice of the nomination period will be advertised by the Chief Election Officer.

At the end of the nomination period, the Chief Election Officer will officially declare all nominees who have met the requirements as **candidates** for the local government election.

Remember that it is your responsibility to ensure all your nomination documents and deposits are submitted on time and that your documents are accurate and complete.

Challenge of Candidates

Once your papers are delivered to the **Chief Election Officer** or designate, any member of the community may ask to see your nomination documents.

If an elector in the community, another nominee, or the Chief Election Officer feels something in your nomination documents is incorrect – for example, that the name you have given is not your usual name or you have only lived in British Columbia for five instead of six months – then he or she may challenge your nomination through an Application to the Provincial Court. The Court will only accept an Application within 96 hours (four days) of your declaration as a **candidate**.

This Application must briefly set out the facts on which the challenge is based and be supported by affidavit. A time will be set for the Court to hear the challenge and make a ruling by 4 p.m. on the seventh day after the end of the nomination period.

If your nomination is challenged, you are entitled to immediate notification of the challenge and of the date and time of the hearing, and should receive a copy of the Application documents submitted to the Court within 24 hours.

The decision of the Court on a challenge is final and may not be appealed.

The nomination period, the only time that the Chief Election Officer is permitted to accept nomination papers and deposits, lasts for ten days.

Withdrawing

If you reconsider your candidacy during the nomination period or in the week following, you may give written notice that you wish to withdraw your consent to the nomination and the **Chief Election Officer** will ensure that your name is removed from the ballot.

After 4 p.m. on the seventh day after the end of the nomination period (which is the twenty-ninth day before **general voting day**), you may still withdraw your consent to the nomination by giving written notice to the Chief Election Officer. However, at this late date the Chief Election Officer must obtain the approval of the minister responsible for the *Local Government Act* before your name can be removed from the ballot.

As a **candidate** who withdrew from the election, you are still obligated to file campaign finance disclosure documents – even if you received no contributions and incurred no expenses – in order to remain eligible to run in the next election and have your nomination deposit returned.

If you withdraw before the declaration of candidates, the campaign finance requirements do not apply and any nomination deposit you paid will be returned at the end of the nomination period.

*For candidates in the **school board** elections, approval of the minister responsible for the School Act is required to withdraw your name from the ballot when general voting day is less than 30 days away.*

Candidate Representatives

Local Government Act – sections 79 – 82
Vancouver Charter – sections 51 – 54

A **candidate** may appoint individuals to assist with running an election **campaign** and to represent the candidate when the candidate is unavailable or prohibited from appearing in person. Each **candidate** may choose to appoint an official agent, a financial agent, and/or scrutineers.

- **Official Agent**

  An official agent may act on your behalf throughout the election process – for example, as a contact for the **Chief Election Officer** when you are out of town, as a campaign manager or as your spokesperson. Your official agent may also act as your financial agent.

- **Financial Agent**

  A financial agent is legally responsible for ensuring that the financial aspects of your **campaign** comply with the requirements of the *Local Government Act*; the specific responsibilities of the financial agent are outlined in the chapter on Campaign Financing.

  You should make sure that the person you chose to appoint as your financial agent understands the responsibilities and consents to take the position – failure to comply with the campaign finance rules could result in a fine of up to $5,000 for you or the financial agent, and your disqualification from holding elected office for up to six years.

  You are deemed acting as your own financial agent if you do not appoint a financial agent – there is no need to formally appoint yourself as your own financial agent.

- **Scrutineers**

  Scrutineers may represent you on voting day by observing voting procedures and by scrutinizing the vote counting process. Your **Chief Election Officer** can advise you as to how many scrutineers you are entitled to have at each voting place.

  You or your official agent may appoint scrutineers.

Appointing Representatives

All appointments are made by delivering a written, signed statement with the name and address of the individual you wish to appoint and the role to which you wish to appoint him or her to the **Chief Election Officer** as soon as possible after you make the appointments.

Your representatives must carry copies of their appointment papers whenever they are representing you at an election proceeding.

Before they can be present at a voting place, each of your representatives must make a **solemn declaration** that he or she will preserve the secrecy of the ballot and will not interfere with an elector marking a ballot. Check with your Chief Election Officer to find out when and where your representatives can make their declarations.

A financial agent is legally responsible for ensuring that the financial aspects of your campaign comply with the requirements of the *Local Government Act*.

Elector Organizations

A **candidate** may also be represented by an **elector organization**, through endorsement by that organization and participation in elector organization campaigning.

Elector organizations are formed for the purposes of promoting a candidate or point of view in a local government election. Endorsement of a candidate by an elector organization may be indicated on the ballot. While an elector organization may endorse more than one candidate, each candidate may only be endorsed by one elector organization.

Elector organizations do not have to register as a company or a society. To be eligible to endorse a candidate during the nomination period, an elector organization must:

- have existed as a group of self-identified individuals for at least 60 days before the endorsement; and
- throughout that 60-day period have had a membership of at least 50 people qualified to vote as either **resident elector** or **non-resident property electors** in the election for which the candidate is running.

Campaign finance rules apply to elector organizations, and all elector organizations must appoint a financial agent who is responsible for ensuring compliance with these rules.

Elector organizations are formed for the purposes of promoting a candidate or point of view in a local government election.

To endorse a candidate, or a slate of candidates, an elector organization must authorize a director or other official to make the **solemn declaration** of endorsement. As outlined in the section on Nominations, a candidate must also provide written consent to the endorsement for the name of the elector organization to be included with the candidate name on the ballot.

An endorsement may be withdrawn by either the elector organization or the candidate. If withdrawal of the endorsement or consent to the endorsement is received, in writing, within a week after the close of the nomination period (29 days before **general voting day**), the Chief Election Officer must ensure that the elector organization name does not appear on the ballot.

Election Campaigns

While election **campaigns** offer an opportunity to debate local issues, there are some resources and restrictions of which you should be aware.

List of Registered Electors

Each **candidate** is entitled to a copy of a list of registered electors for **campaign** purposes – if one exists. Before receiving a copy, a candidate must agree, in writing, that the information provided on the list of registered electors will only be used for the purposes of the election. Although there is no fee for the first copy of the list of registered electors, a local government may charge a fee for additional copies.

If the jurisdiction where you are running for office only permits registration on voting day, then a list of registered electors will not be available.

Advertising

- **Free advertising opportunities**

  Local governments, community groups and local media often provide opportunities for all **candidates** to convey their **campaign** messages to the electorate. Check with your local newspaper, radio or television station to see if they are planning a series of candidate profiles. Your local government office may be able to direct you to the organizers of any public debates or all-candidates meetings that are being planned in your area.

- **Sign bylaws**

  Be aware that local governments have the authority to regulate the size, placement, maintenance and removal of signs and other forms of public advertising, and that the rules may be quite different on either side of a local government boundary. You should check with your local government about any restrictions before placing **campaign** signs.

- **Restriction on Advertising on Voting Day**

  On **general voting day,** there is a prohibition against print, radio or television election advertising by any person or organization. **Candidates** and **elector organizations** must not purchase advertising in these media on voting day, nor may they accept as a **campaign contribution** supportive advertising purchased or donated by another party in these media on voting day.

Campaigning Offences

Candidates, or individuals working on behalf of candidates, must be careful not appear to be offering inducements or intimidating electors in order to influence or interfere with their votes, especially on voting day. These are serious election offences and may result in a fine of up to $10,000 and imprisonment for up to two years. A person convicted of this type of offence can also be disqualified from holding local office anywhere in the province.

- **Campaigning Near a Voting Place**

  In order to create an environment in which all voters can feel free to vote for the **candidate** of their choice, campaigning and other activities that show support for one candidate over another are prohibited within 100 metres of any building that is a voting place.

On general voting day, there is a prohibition against print, radio or television election advertising by any person or organization.

Candidates, and their supporters, must not canvas, solicit votes or advertise within 100 metres of where general or advance voting is taking place.

During advance voting or general voting hours (8 a.m. – 8 p.m.), election advertising by means of a public address system or a loudspeaker is not permitted within hearing distance of the voting place.

Candidates, and their supporters, must not canvas, solicit votes or advertise within 100 metres of where general or advance voting is taking place. Advertising includes the display of signs, posters, flyers, bumper stickers on vehicles parked outside the voting place, or badges worn by supporters.

- **Vote Buying**

  It is an offence to offer inducements to vote in a particular manner or at all. This is considered vote buying and includes offers of money, gifts, valuable considerations, refreshments, entertainment, employment or any other benefit that rewards a person for voting, or not voting, in the manner suggested.

  Examples of such contraventions might include buying coffee for patrons of a coffee shop or volunteering to drive individuals to a voting place in exchange for votes. These activities are not prohibited, but in order to be acceptable such activities must not create an obligation on the elector, whether overt or implied, to vote for you.

- **Intimidation**

  It is also an offence to intimidate an elector, whether by action or threat, to compel the person to vote or to refrain from voting. It is also an offence to punish a person for voting or refraining from voting generally, or voting in support of a particular **candidate**, or otherwise coercing an elector.

Campaign Financing

Local Government Act – sections 83 – 93
Vancouver Charter – sections 55 – 65

Campaign financing disclosure rules were introduced to provide British Columbians with more information as to who is financially supporting each **candidate**, and how much candidates in local elections spend in pursuit of elected office.

Candidates, and **elector organizations** endorsing candidates, are required to make public an account of the **campaign contributions** they received and **election expenses** they incurred in the form of a **campaign financing disclosure statement** filed with the local government. This disclosure statement must be filed within 120 days after **general voting day**.

This requirement applies to all nominees who are declared candidates at the end of the nomination period and to all elector organizations. For candidates, this means that the only time that you do not have to file a campaign financing disclosure statement is if you withdrew your candidacy before the end of the nomination period. There are no exceptions to this requirement – even if you were unsuccessful on election day, withdrew before the voting began, were elected by acclamation or spent nothing on your **campaign** activities, you are legally bound to file a campaign financing disclosure statement.

Similarly, there are no exceptions for elector organizations – it does not matter how many candidates were endorsed or how little funds were used.

Even if you were unsuccessful on election day, withdrew before the voting began, were elected by acclamation or spent nothing on your campaign activities, you are legally bound to file a campaign financing disclosure statement.

Recording Before Disclosing

Fulfilling the requirements related to the **campaign financing disclosure statement** is a two-stage process. **Candidates** and **elector organizations** are required to record contributions and expenses throughout their **campaigns**, and to disclose where the money came from and where it went once the results of the election have been declared.

The **campaign finance records** are required to aid in the preparation of, and to support, the campaign financing disclosure statement. As soon as you accept contributions or incur expenses with the intention of becoming a candidate, you must begin to keep records – even if the contribution or expense occurs before you are legally declared a candidate.

OFF AND RUNNING

Last October, more than a year before the general local election, Aaron Marson took you aside after a public meeting and convinced you to run for council. He wanted to be "the first one in your corner" and insisted that you accept a cheque for $200 toward your campaign. Even though you held off publicly announcing your intention to run until April, Aaron's contribution must be recorded.

Record keeping must continue after **general voting day**, and include any contributions received or expenses incurred after the election that are reasonably related to your campaign. If you eventually become a candidate, this will enable you to file an accurate and complete disclosure statement.

Individuals seeking the endorsement of an elector organization must also keep track of all contributions received and expenses incurred in the pursuit of that endorsement, as these too must be included as a part of your election campaign for the purposes of the campaign financing disclosure statement.

Candidates, and their supporters, must not canvas, solicit votes or advertise within 100 metres of where general or advance voting is taking place.

During advance voting or general voting hours (8 a.m. – 8 p.m.), election advertising by means of a public address system or a loudspeaker is not permitted within hearing distance of the voting place.

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Similarly, there are no exceptions for elector organizations – it does not matter how many candidates were endorsed or how little funds were used.

Even if you were unsuccessful on election day, withdrew before the voting began, were elected by acclamation or spent nothing on your campaign activities, you are legally bound to file a campaign financing disclosure statement.

Recording Before Disclosing

Fulfilling the requirements related to the **campaign financing disclosure statement** is a two-stage process. **Candidates** and **elector organizations** are required to record contributions and expenses throughout their **campaigns**, and to disclose where the money came from and where it went once the results of the election have been declared.

The **campaign finance records** are required to aid in the preparation of, and to support, the campaign financing disclosure statement. As soon as you accept contributions or incur expenses with the intention of becoming a candidate, you must begin to keep records – even if the contribution or expense occurs before you are legally declared a candidate.

OFF AND RUNNING

Last October, more than a year before the general local election, Aaron Marson took you aside after a public meeting and convinced you to run for council. He wanted to be "the first one in your corner" and insisted that you accept a cheque for $200 toward your campaign. Even though you held off publicly announcing your intention to run until April, Aaron's contribution must be recorded.

Record keeping must continue after **general voting day**, and include any contributions received or expenses incurred after the election that are reasonably related to your campaign. If you eventually become a candidate, this will enable you to file an accurate and complete disclosure statement.

Individuals seeking the endorsement of an elector organization must also keep track of all contributions received and expenses incurred in the pursuit of that endorsement, as these too must be included as a part of your election campaign for the purposes of the campaign financing disclosure statement.

The financial agent, candidate, or elector organization must keep the campaign finance records required under the legislation for seven years after general voting day.

Obligation to Appoint a Financial Agent

Each **campaign** must have a financial agent, whether it is the campaign of an individual **candidate** or of an **elector organization** endorsing one or more candidates.

If, as a candidate, you do not appoint a financial agent, you are deemed to be your own financial agent. If you decide not to act as your own financial agent, it is wise to appoint someone who has some knowledge of accounting or bookkeeping. It is also important to ensure that the financial agent's role in your campaign will not be perceived as inappropriate or otherwise place him or her in conflict with his or her professional life.

If, as a candidate, you do not appoint a financial agent, you are deemed to be your own financial agent.

A candidate or elector organization may only have one financial agent at any one time, but an individual can be a financial agent for more than one candidate or organization. This means that a financial agent for an elector organization campaign may also be appointed as the financial agent for the campaigns of the candidates endorsed by that organization.

Financial Agent Responsibilities

The specific responsibilities of the financial agent are to:

- open a **campaign account**;
- receive contributions and pay **election expenses** on behalf of the **campaign**;
- ensure that all contributions of money are deposited into the campaign account and that all election expenditures are made from the campaign account;
- keep proper records of all **campaign contributions** and expenses;
- assign a value and record contributions of goods and services; and
- file your **campaign financing disclosure statement** with the local government.

Only your financial agent, or those authorized by your financial agent, may accept campaign contributions or pay election expenses.

Campaign Accounts

Financial agents must open a **campaign account**, in the name of each **campaign** for which they are responsible, at a bank, credit union, trust company, or other savings institution. All campaign-related monetary transactions must be made to and from this account. This separate campaign account is required under the campaign financing legislation to promote adequate record keeping and ensure that an examination of your campaign records does not require access to your personal bank account.

Campaign Contributions

A **campaign contribution** is the value of any money, good or service provided to you for use in your election **campaign**.

There are no limits on how much you may receive in campaign contributions or when the contributions may be accepted – a contribution can be received before or after you are officially declared a **candidate** or even after voting day – but

your financial agent must record all contributions accepted toward your election campaign, regardless of the amount or when the contributions were made.

Contributions made to a candidate in a local government election, or to an **elector organization**, do not qualify as a deduction for income tax purposes.

TYPES OF CONTRIBUTIONS

- **Monetary contributions**

  Monetary contributions are typically cash, but may include transactions where a debt is paid by a party who is not a direct supplier of goods or services; monetary contributions are those that could be deposited into the **campaign account**.

  Monetary contributions may be your own money that you contribute toward your **campaign**, or from a known or unknown donor. Regardless of the source, a cash **campaign contribution** must be deposited in the campaign account, recorded and disclosed.

- **In-kind contributions**

  Many people prefer to donate goods or services instead of money. These are known as "contributions in-kind" and must first be assigned a value, then recorded and disclosed in the same way as monetary contributions.

  Contributions in-kind are recorded as **campaign contributions** because they have been *given* to you for use in your **campaign**; but they are recorded as **election expenses** because they are *used* by you in your election campaign.

  For the purposes of determining the value of a donated or discounted good or service, the value of an election expense is the fair market value of the good or service. If the market value is greater than the price your financial agent actually paid, the difference is the corresponding campaign contribution.

MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION

If a local store gives you a discount on office supplies, the business would have made an in-kind contribution of goods. If a speechwriter donates his time spent helping you prepare for a speech, he would have made an in-kind contribution of services.

CONTRIBUTION KINDNESS

When setting up your campaign office, you make a stop at Wayne McKellar Office Supply, where one of the owners applies a generous discount to your bill. If the office supplies would typically have cost $50, and the business gave you a 50% discount, the calculation of the campaign contribution would look like this:

MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
$50	-	$25	=	$25

Harry Trent makes his living as a communications professional. Your campaign manager asks Harry to help you prepare for a newspaper interview as a favour. Typically, Harry would charge $100 for the three hours he spends with you. The calculation of the campaign contribution would look like this:

MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
$100	-	$0	=	$100

For a limited range of donated services, outlined in the section on Valuation Exempt Services, a price is not assigned, and no contribution is recorded.

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PENNIES FROM HEAVEN

The office manager at your campaign office arrives at the office one morning to find a jar of coins on the doorstep with an unsigned note that says "GO GET 'EM, TIGER!" When counted, the coins add up to $50.17.

You get some great publicity out of it when a local columnist writes a story about the unknown soul who gave you "pennies from heaven", but after two weeks, no one has come forward to claim the jar as their contribution to your campaign.

Because the total exceeds $50 and you do not know where it came from, you must turn over the entire contents of the jar to the local government.

VALUATION EXEMPT SERVICES

Certain services are not assigned a monetary value under the campaign finance rules. These include services provided by the financial agent or professional services provided to comply with the campaign finance rules, free advertising space provided equally to all candidates, and **volunteer** services.

A volunteer is "an individual who provides services for no remuneration or material benefit." The following services, however, are *not* deemed volunteer services and must be valued and disclosed:

- when a self-employed person provides you with the same service for which he or she would normally charge; and
- when an employer makes the services of an employee available at the employer's expense.

Although volunteer services are not recorded or disclosed, any expenses incurred by volunteers on behalf of the **campaign** must be valued and recorded as an expense and either reimbursed or valued and recorded as a contribution of the volunteer.

RESTRICTIONS ON CAMPAIGN CONTRIBUTIONS

There are a number of restrictions on how **campaign contributions** may be received. Be aware that violating these restrictions can be a serious election offence and may result in a prohibition from holding local elected office or voting in a local election for up to six years, fines of up to $5,000, and even imprisonment.

- **Receiving contributions**

  Contributions may only be accepted by the financial agent or a person authorized by the financial agent. A **candidate** must direct potential contributors to the financial agent unless the candidate is acting as his or her own financial agent or has been explicitly authorized to accept contributions by the financial agent.

- **Anonymous contributions**

  An individual or organization must not make an anonymous contribution of more than $50, either as a single contribution or as a series of contributions. If an anonymous contribution of more than $50 is received, it must be given to the local government.

  Note that an anonymous contribution is not really anonymous if you know who gave it to you. A donor cannot request that his or her contribution be anonymous. If the source of an anonymous contribution is or becomes known, the identity of the individual or organization making the **campaign contribution** must be recorded as soon as possible.

- **Indirect contributions**

  Indirect contributions – where specific contributions are given through another person or organization – are not permitted.

  It is illegal to give money to an organization or individual knowing that the money will be redistributed as contributions to one or more **candidates**. This is the case even if the person contributing to the organization does not know which candidate will get the money in the end.

  If this kind of "funnelling" of funds does occur, the individuals and organizations making the contributions – and a financial agent who knowingly accepted the funnelled contribution – will have committed an election offence and may face a fine, imprisonment, disqualification from office or disqualification from voting.

Election Expenses

An **election expense** is the value of property, goods or services used in your election **campaign**, either by you or by campaign workers on your behalf. This includes both expressly authorized purchases made by campaign workers, such as a trip to the office supply store with petty cash, and private goods used in your campaign, such as the gas used by a **volunteer** driving a personal vehicle around town to put up signs for you.

Election expenses may include, but are not limited to, the following classes of goods or services:

- campaign advertising or other communication;
- operating your campaign office;
- holding or attending conventions and similar meetings, or other campaign-related functions or events;
- research and opinion polling; and
- campaign-related transportation.

The value of an expense is not the cash price your **campaign** pays for a good or service, but rather is the usual market price of the good or service. For a limited range of donated services, outlined in the section on Valuation Exempt Services, a price is not assigned and an expense need not be recorded.

If you are a **candidate** in a **general local election**, you must record and disclose all election expenses incurred during the calendar year in which the election is held. If you are a **candidate** in a **by-election**, you must record and disclose all election expenses incurred after the date of the vacancy for which the election is being held.

As with **campaign contributions**, there is no limit on how much you may spend.

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The value of an expense is not the cash price your campaign pays for a good or service, but rather is the usual market price of the good or service.

PHOTO OP

A photographer has agreed to donate her time on a two-hour photo shoot to take your picture for campaign advertising and only charges you for the supplies.

If the photographer is a professional, she might charge $60 per hour for her time on the day of the shoot and $50 in materials for the set of prints you want. The value of the election expense would be her normal rate for the time plus the cost for the prints, or $170. The cash transaction would cost $50, paid from your campaign account, and the value of the campaign contribution would be $120 for her donated services.

PHOTOGRAPHS				
MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
$170	-	$50	=	$120

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PHOTOGRAPHS				
MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
$170	-	$50	=	$120

If the photographer is a high school student who takes pictures for the school paper, developing and printing them in a dark room at home, she might estimate the cost of the film and other supplies at $20. As she is not paid by the school paper, she is considered a volunteer and her time is not assigned an equivalent monetary value. In this case, the election expense would be limited to the $20 toward the cost of the supplies. Unless she is reimbursed from the campaign account, the $20 would also have to be recorded as a campaign contribution.

PHOTOGRAPHS				
MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
$20	-	$20	=	$0

THE SIGN SQUAD

Hearing that you need some help placing signs, a friend rounds up three co-workers who support your campaign to help. They first spend an hour assembling the signs, then another hour driving around town in your friend's pick-up truck putting them up. When they get back to the office, your friend estimates that the quarter tank of gas they used up would normally cost him $20, but says not to worry about reimbursing him for the gas. The financial agent orders a pizza and sodas for the "sign squad" in appreciation for the work.

Three types of election expenses have been incurred: the signs ($250 for sign printing and lumber), the transportation ($20 for gas), and the food ($20 for pizza and soda). Assuming that full price was paid for the sign materials and food, the campaign contribution would be limited to $20 for the gas.

SIGN PRINTING AND LUMBER				
MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
$250	-	$250	=	$0
LABOUR (SIGN PLACEMENT)				
MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
NO VALUE ASSIGNED	-	$0	=	$0
TRANSPORTATION (GAS)				
MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
$20	-	$0	=	$20
FOOD				
MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
$20	-	$20	=	$0

Things might be different if your friend is the owner of the business where the four men work. If the other three are his employees and they are paid by him for the two hours spent working on your campaign, their wages for those two hours must be recorded as a election expense (related to the signs) and as a campaign contribution from the company. Similarly, if the truck is owned by the company and the gas tank filled on the company account, when your friend says, "don't worry about it," a campaign contribution must be recorded showing the company as the contributor.

SIGN PRINTING AND LUMBER				
MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
$250	-	$250	=	$0
LABOUR (SIGN PLACEMENT)				
MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
$120	-	$0	=	$120
TRANSPORTATION (GAS)				
MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
$20	-	$0	=	$20
FOOD				
MARKET VALUE (ELECTION EXPENSE)	-	PRICE PAID	=	CAMPAIGN CONTRIBUTION
$20	-	$20	=	$0

Recording Contributions and Expenses

For further clarification, see the sample record keeping form and the sample ***campaign financing disclosure statement*** *at the back of this guide.*

CONTRIBUTIONS

Your financial agent is required, at a minimum, to record the following information about each **campaign contribution**:

- type of contribution (monetary or in-kind);
- date of the campaign contribution;
- the value of the campaign contribution; and
- if the contributor is known,
  - the contributor's full name and address,
  - the class of the contributor (individual, corporation, unincorporated organization engaged in business or community activity, trade union, non-profit organization, or other), and
  - the full names and addresses of at least two individuals who are directors of the organization, or are principal officers or principal members of the organization if the contributor is a numbered corporation or an unincorporated organization.

If the photographer is a high school student who takes pictures for the school paper, developing and printing them in a dark room at home, she might estimate the cost of the film and other supplies at $20. As she is not paid by the school paper, she is considered a volunteer and her time is not assigned an equivalent monetary value. In this case, the election expense would be limited to the $20 toward the cost of the supplies. Unless she is reimbursed from the campaign account, the $20 would also have to be recorded as a campaign contribution.

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- the value of the campaign contribution; and
- if the contributor is known,
  - the contributor's full name and address,
  - the class of the contributor (individual, corporation, unincorporated organization engaged in business or community activity, trade union, non-profit organization, or other), and
  - the full names and addresses of at least two individuals who are directors of the organization, or are principal officers or principal members of the organization if the contributor is a numbered corporation or an unincorporated organization.

EXPENSES

The **campaign financing disclosure statement** must include a summary of **election expenses** broken down according to expense class. These classes are prescribed by a regulation, and are provided in the glossary entry under election expense. Given this requirement, it is wise to keep your records as complete as possible. For each election expense, your records should include the following details, at a minimum:

- the date the election expense was incurred and/or paid;
- the type of election expense (e.g. gas, posters, food for volunteers); and
- the amount spent (or the market value of donated or discounted goods or services).

WISHING YOU WELL DINNER

As a kick-off to your campaign, you decide to throw a Dinner and Dance fundraiser. A campaign supporter offers her beautiful garden as the venue, and provides you with dishes, glassware and decorations. Your son, who has a great record collection but no actual paid experience, volunteers to act as a DJ, and a local catering company offers you dinner for 20 at the food cost. You sell out the event, at $30 a plate, and raise another $150 in donations from the "wishing well" set up beside the buffet to collect donations.

The campaign financing rules also apply to all aspects of fund-raising events, so in your records you will have to show the date, nature and market value of all the election expenses that went into putting on the evening (venue rental, ticket printing, DJ equipment rental, catering, etc).

RECORD OF ELECTION EXPENSES				
DATE INCURRED	DATE PAID	GOODS, PROPERTY OR SERVICES RECEIVED	EXPENSE CLASS	FAIR MARKET VALUE
05-Oct-05	25-Oct-05	fundraiser ticket printing	Other	$40.00
10-Oct-05	donated	fundraiser decorations	Other	$35.00
20-Oct-05	25-Oct-05	audio equipment rental – fundraiser	Other	$78.00
20-Oct-05	01-Nov-05	food and catering services for fundraiser	Other	$600.00
20-Oct-05	donated	tableware – fundraiser	Other	$75.00
20-Oct-05	donated	venue – fundraiser	Other	$125.00

On the contributions side, your records will have to include the following:

- for each $30 ticket, the date, name and address of the purchaser (not the attendee);
- for the $150 in anonymous donations received, the date and location of the contributions;

RECORD OF MONETARY CONTRIBUTIONS				
DATE	NAME	ADDRESS	CLASS	AMOUNT
05-Oct-05	Living Landscape Society	579 South Fraser Way	Non-Profit	$120.00
	Maureen Aavik	93 St. Ann Road		
	Tanner Zabaras	731 Columbia St		
07-Oct-05	Theresa Babcock	82 Young Avenue	Individual	$30.00
08-Oct-05	Della Xie	879 Cliff Cres	Individual	$30.00
09-Oct-05	James Cabrita	193 Wishart Ave	Individual	$60.00
15-Oct-05	Karen MacMillan	203-45 Montreal St.	Individual	$30.00
15-Oct-05	Sandeep Johal	276 Alymer St.	Individual	$30.00
17-Oct-05	Broadbent Communications	1039 Queen St.	Corporate	$90.00
	Angus Roberts	402 Bushby Rd		
	Theodore Broadbent	13 Treetop Cres.		
17-Oct-05	Jim Snell	6387 Omenica Road	Individual	$60.00
17-Oct-05	Anthony Charles	275 Manifold St.	Individual	$30.00
20-Oct-05	Misaki Yakura	8736 Spokane Place	Individual	$60.00
20-Oct-05	Victor Dolby	83 Douglas Cres.	Individual	$60.00
20-Oct-05	Anonymous	at fundraiser	Other	$20.00
20-Oct-05	Anonymous	at fundraiser	Other	$40.00
20-Oct-05	Anonymous	at fundraiser	Other	$10.00
20-Oct-05	Anonymous	at fundraiser	Other	$50.00
20-Oct-05	Anonymous	at fundraiser	Other	$5.00
20-Oct-05	Anonymous	at fundraiser	Other	$5.00
20-Oct-05	Anonymous	at fundraiser	Other	$20.00

- for the use of the garden, dishes and decorations, the date of the event, name and address of the hostess, and the market value of renting a similar facility and renting or purchasing similar dishes, glassware and decorations; and
- for the catering company, the date of the event, the names and addresses of the company and two of its directors, and the difference between the market value of the meal and the food costs you were charged.

RECORD OF IN-KIND (DISCOUNTED AND DONATED) CONTRIBUTIONS						
DATE	NAME & ADDRESS	CONTRIBUTOR CLASS	GOOD OR SERVICE	MARKET VALUE	PRICE PAID	CONTRIBUTION VALUE
10-Oct-05	Ruth Toothill 1827 Norman Way	Individual	decorations	$35.00	$0	$35.00
20-Oct-05	Edible Arts 1-903 St. Lawrence St	Corporate	catering	$600.00	$250.00	$350.00
	Jean-Yves Leclerc 3-903 St. Lawrence St					
	Marc Giroud 3-903 St. Lawrence St					
20-Oct-05	Ruth Toothill 1827 Norman Way	Individual	tableware	$75.00	$0	$75.00
20-Oct-05	Ruth Toothill 1828 Norman Way	Individual	venue	$125.00	$0	$125.00

EXPENSES

The **campaign financing disclosure statement** must include a summary of **election expenses** broken down according to expense class. These classes are prescribed by a regulation, and are provided in the glossary entry under election expense. Given this requirement, it is wise to keep your records as complete as possible. For each election expense, your records should include the following details, at a minimum:

- the date the election expense was incurred and/or paid;
- the type of election expense (e.g. gas, posters, food for volunteers); and
- the amount spent (or the market value of donated or discounted goods or services).

WISHING YOU WELL DINNER

As a kick-off to your campaign, you decide to throw a Dinner and Dance fundraiser. A campaign supporter offers her beautiful garden as the venue, and provides you with dishes, glassware and decorations. Your son, who has a great record collection but no actual paid experience, volunteers to act as a DJ, and a local catering company offers you dinner for 20 at the food cost. You sell out the event, at $30 a plate, and raise another $150 in donations from the "wishing well" set up beside the buffet to collect donations.

The campaign financing rules also apply to all aspects of fund-raising events, so in your records you will have to show the date, nature and market value of all the election expenses that went into putting on the evening (venue rental, ticket printing, DJ equipment rental, catering, etc).

RECORD OF ELECTION EXPENSES

DATE INCURRED	DATE PAID	GOODS, PROPERTY OR SERVICES RECEIVED	EXPENSE CLASS	FAIR MARKET VALUE
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10-Oct-05	donated	fundraiser decorations	Other	$35.00
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20-Oct-05	donated	venue – fundraiser	Other	$125.00

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20-Oct-05	Anonymous	at fundraiser	Other	$50.00
20-Oct-05	Anonymous	at fundraiser	Other	$5.00
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20-Oct-05	Anonymous	at fundraiser	Other	$20.00

- for the use of the garden, dishes and decorations, the date of the event, name and address of the hostess, and the market value of renting a similar facility and renting or purchasing similar dishes, glassware and decorations; and
- for the catering company, the date of the event, the names and addresses of the company and two of its directors, and the difference between the market value of the meal and the food costs you were charged.

RECORD OF IN-KIND (DISCOUNTED AND DONATED) CONTRIBUTIONS						
DATE	NAME & ADDRESS	CONTRIBUTOR CLASS	GOOD OR SERVICE	MARKET VALUE	PRICE PAID	CONTRIBUTION VALUE
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20-Oct-05	Ruth Toothill 1828 Norman Way	Individual	venue	$125.00	$0	$125.00

RECORDING DEBTS AS CONTRIBUTIONS

The campaign finance rules do not allow your **campaign** to run a deficit – **election expenses** must not exceed **campaign contributions**.

This does not mean that a **candidate** or **elector organization** cannot purchase goods and services on credit, but rather that an expense must be viewed as a contribution from the supplier until the amount owed for the goods or services is paid.

As it is a common business practice in some industries to give customers 30, 60 or 90 days to pay for goods, an outstanding debt is not recorded as a contribution until the debt has been owing for six months. At that time, unless the creditor has commenced legal proceedings in an attempt to recover the debt, the contribution must be recorded in the same manner as an in-kind contribution.

Surplus Funds

If you collected more in contributions than were paid out in expenses, your **campaign financing disclosure statement** must show what happened to the excess money. After the payment of your **election expenses** and any other reasonable expenses incidental to your **campaign**, any funds remaining in your **campaign account** are considered surplus funds.

If you were declared a candidate, your financial agent must file a campaign financing disclosure statement with the local government officer within 120 days after general voting day,

Reasonable expenses incidental to your campaign might include expenses for thank you advertisements for supporters and volunteers, or costs associated with a recount. As a **candidate**, you may also be reimbursed from the surplus funds for any cash contributions you made to your own campaign.

After you are reimbursed, if there remains a balance of less than $500, your financial agent may disburse the surplus funds according to your wishes. For example, you could direct the remaining funds be paid to you or to a charity.

If, after you are reimbursed, there is a surplus of $500 or more remaining, all funds in the campaign account must be given to the local government where you ran for office. The local government will hold the surplus campaign funds in trust for you if you choose to run in a **by-election** or the next **general local election**. The money will be paid to your financial agent, with interest, when you are declared a candidate at the end of the nomination period in the next election.

If you do not run again in a by-election or the next general local election, the funds will be treated as a donation to the general revenue fund of the local government.

*The provision regarding surplus funds does not apply to **elector organizations**.*

*For **school board** trustee candidates, surplus funds of $500 are payable to the school district in the same manner as described for local government candidates.*

Filing Requirements

If you were declared a **candidate**, your financial agent must file a **campaign financing disclosure statement** with the local government officer within 120 days after general voting day, whether you are successful in the election or not.

Failure to file a campaign financing disclosure statement will result in automatic disqualification from being nominated, elected to, or holding a local government office until after the next **general local election** anywhere in British Columbia. You must file even if you did not receive any contributions or incur any expenses.

DISCLOSURE OF CONTRIBUTIONS

Your **campaign financing disclosure statement** must contain:

- the total value of all **campaign contributions** received, including the value of all monetary and in-kind contributions;
- for each individual or organization that made contributions totalling $100 or more:
  - name and class of the contributor,
  - address of the contributor and names of two directors or principal officers of the contributor, if the contributor is a business or other organization, and
  - date(s) and total value of the contribution;
- the total value of the campaign contributions received, and the total number of contributors from whom they were received, for all campaign contributions from known individual, or organization, that made contributions totalling less than $100;
- the total value of the anonymous contributions received and the total number of contributors from whom they were received for all anonymous campaign contributions of $50 or less; and
- the date received and value of the anonymous contribution for each anonymous campaign contribution of more than $50 remitted to the local government.

For the purposes of the campaign financing disclosure statement, multiple contributions from the same person or organization must be added together.

Addresses of individuals should not be disclosed on a campaign financing disclosure statement

KEEPING UP WITH THE JONESES

Mary Jones supported your campaign through three separate campaign contributions: a cash donation of $50 in August; another cash donation of $500 in October; and a donation of services worth $120 in October. Your campaign financing disclosure statement would show that Mary Jones made a contribution of $670 on three distinct dates.

NAME	ADDRESS (IF APPLICABLE)	DATE	AMOUNT	CLASS
Mary Jones		10-Aug-05 10-Oct-05 18-Oct-05	$670.00	Individual

DISCLOSURE OF EXPENSES

Your **campaign financing disclosure statement** must also disclose the following information about your expenses:

- the total value of **election expenses** incurred, including the value of all full-price, discounted, or donated goods or services; and
- the total amount of election expenses in each class (see Glossary under election expenses for a list of the classes).

DISCLOSURE OF SURPLUS FUNDS

The following information regarding the receipt and disposition of surplus funds must also be disclosed in the **campaign financing disclosure statement**:

- any surplus funds from a previous **campaign** received from a local government;
- the total amount of any surplus or deficit after the payment of **election expenses** and other reasonable incidental expenses; and
- how that surplus was dealt with (e.g. used to reimburse the **candidate** for his or her own contributions, donated to a charity, or given to the local government in trust) if there was a surplus remaining in the **campaign account**.

Late Filing

There is a 30-day grace period for **candidates** and **elector organizations** who have not filed a disclosure statement within 120 days after **general voting day**.

Disclosure statements may be filed during this period but will only be accepted if accompanied by a $500 late filing fee.

If a candidate has not filed after the 30-day grace period, the candidate will be automatically disqualified from being nominated, elected to, or holding a local government office until after the next general local election anywhere in British Columbia.

COURT RELIEF FROM FILING OBLIGATIONS

In certain circumstances, you may be able to get a Supreme Court order granting an extension to the filing deadline or relieving you from the obligation for filing a disclosure statement or supplementary report, or from specific obligations in relation to those reports.

Your application to the court must be made before the end of the late filing period, that is, within 150 days after **general voting day**.

Penalties for Failure to File

It is important that you do everything reasonable to ensure that your **campaign financing disclosure statement** is accurate, complete and filed on time.

AUTOMATIC DISQUALIFICATION

If a **candidate** has not filed after the 30-day grace period and has not received court relief from the requirement to do so, the candidate will be automatically disqualified from being nominated, elected to, or holding a local government office until after the next **general local election** anywhere in British Columbia. An elected candidate who has been disqualified from holding office for this reason must vacate his or her seat on the **council** or **board**.

An **elector organization** that has not filed after the 30-day grace period, and has not received court relief, cannot endorse any candidates anywhere in British Columbia until after the next general local election.

PUBLIC REPORT

At the end of the grace period, the **Chief Election Officer** will present a report at an open meeting of the local government that identifies any **candidates** or **elector organizations** that have failed to file a disclosure statement.

INSPECTOR'S LIST OF DISQUALIFIED CANDIDATES

All **candidates** who have been reported as failing to file a disclosure statement are named on a provincial disqualification list. If your name appears on this list, and you try to run in the next election anywhere in the province, the **Chief Election Officer** for that election is obliged to challenge your nomination.

Supplementary Reports

If your circumstances have changed – e.g., the period that a debt has been owed now exceeds six months or a debt has been paid by a supporter – you have 30 days to update your campaign financing disclosure statement to reflect the change.

If you discover an error in your original or supplementary disclosure statement, you must correct it by filing a supplementary report within 30 days of the discovery of the error.

Note that filing a supplementary report that is false or incomplete carries the same consequences as filing a false or incomplete disclosure statement – disqualification until after the next **general local election**.

While a supplementary report may be used to correct or complete information, this will not automatically prevent disqualification for filing a false disclosure statement. To avoid disqualification for filing a false disclosure statement, you must still be able to demonstrate that you took the necessary steps to meet the requirement to file a complete, accurate and timely disclosure statement in the first place.

Public Inspection

Your local government office is required to retain all **campaign financing disclosure statements** and supplementary reports for seven years after **general voting day**, and make these documents available to any member of the public who wishes to inspect them.

Local government officers are not responsible for ensuring that you file your campaign financing disclosure statement on time or that it is correct – the accuracy and timeliness of this document is your responsibility.

PETITION OR APPLICATION FOR DISQUALIFICATION

If a member of the public believes that you did not follow the rules governing campaign financing, he or she may:

- petition the local government to declare you disqualified; or
- with three other electors, make an application to have the Supreme Court order you disqualified.

ADDITIONAL PENALTIES

The penalties for filing an incorrect **campaign financing disclosure statement** can go well beyond disqualification from office.

Where a **candidate** or financial agent is found guilty of contravening the campaign financing rules, the Court may impose one or all of the following penalties on either (or both) the candidate and financial agent:

- fine of up to $5,000;
- imprisonment for up to one year;
- prohibition from holding an elected local government office for up to six years; and
- prohibition from voting in a local government election for up to six years.

Your local government office is required to retain all campaign financing disclosure statements and supplementary reports for seven years after general voting day, and make these documents available to any member of the public who wishes to inspect them.

On Voting Day

A candidate must not be present at the voting place on the day of an advanced voting opportunity or general voting day except to vote.

Candidate Conduct

A **candidate** must not be present at the voting place on the day of an **advanced voting opportunity** or **general voting day** except to vote. It is recommended that candidates vote at an advance voting opportunity so that they do not go near a voting place on general voting day.

Every jurisdiction holds an advance voting opportunity ten days prior to the general election. In addition, jurisdictions with a population of more than 5,000 residents are required to hold more than one voting opportunity. Check with the local government office for information on advance voting in your jurisdiction.

Scrutineer Conduct

On voting day, the role of the scrutineer is to observe the voting and ensure that counting is fair and consistent. Neither the scrutineer, nor anyone else in the room, may wear anything that advertises the person as a supporter of a particular **candidate** at the voting place.

Communication between scrutineers and voting officials should only occur during a time when no voters are present at the voting station, unless the scrutineer is officially objecting to a specific ballot being cast. If a scrutineer objects to a ballot being cast for an appropriate reason, the voting official should be asked to note the objection in the voting book.

Other than the official objection, scrutineers are not permitted to interfere with the routines of the voting place and the duties of voting officials (such as handling any election documents).

Individual **Chief Election Officers** may have specific rules governing the conduct and responsibilities of scrutineers. For example, local governments may permit more than one scrutineer for each **candidate** to be present per ballot box at a voting place during voting proceedings. If in doubt, candidates should contact the local government prior to voting day in order to confirm rules governing scrutineer conduct.

For more information, contact:

Ministry of Community Services
Local Government Department
PO Box 9839 Stn. Prov. Govt.
Victoria, BC V8W 9T1
Phone: (250) 387-4020

Enquiry BC – Enquiry BC is a provincial call centre that provides services to all British Columbia residents from 7:30 a.m. to 5:00 p.m., Monday to Friday.

In Victoria call:	(250)-387-6121
In Vancouver call:	(604)-660-2421
Elsewhere in BC call:	1-800-663-7867
Outside British Columbia:	(604)-660-2421
E-mail address:	EnquiryBC@gems3.gov.bc.ca

Glossary

advanced voting opportunity

A voting day, prior to general voting day, for electors who:

- expect to be absent from the jurisdiction for which the election is to be held on general voting day;
- will be unable to vote on general voting day for reasons of conscience;
- will not be able to attend at a voting place on general voting day for reasons beyond the elector's control;
- have a physical disability or are mobility impaired;
- are candidates or candidate representatives; or
- are election officials.

sections 97-98 of the *Local Government Act*

sections 69-70 of the *Vancouver Charter*

board

See entry for "regional district board"

by-election

An election held to fill a vacancy that occurs due to the death, disqualification or resignation of an elected official between general local elections.

By-elections may take place at any time of year, although a municipal council may choose not to hold a by-election if the vacancy occurs in the same calendar year as a general local election. Regional district boards and the Islands Trust Council may choose not to hold a by-election to fill a vacancy that occurs after July 1 in the same calendar year as a general local election.

section 37 of the *Local Government Act*

section 10 of the *Vancouver Charter*

campaign

A campaign, whether organized and conducted on behalf of a candidate or an elector organization, may be initiated for one or several of the following purposes:

- to promote the election of a candidate;
- to oppose the election of another candidate;
- to approve or disapprove of a course of action advocated by a candidate;
- to promote or oppose an elector organization or its program; or
- to approve or disapprove of a course of action advocated by an elector organization.

A campaign may consist of any or all of the following activities to persuade voters: advertising; distribution or mailing of printed leaflets or letters, speeches, interviews with news media; and door-to-door visits with potential voters.

section 84 of the *Local Government Act*

section 56 of the *Vancouver Charter*

campaign account

An account opened exclusively for the purposes of the election campaign. The campaign account must be distinct from a candidate's personal or business account, and financial agents must ensure that all cash campaign contributions are deposited into the campaign accounts, and all payments for election expenses are made from the campaign accounts.

section 85.1 of the *Local Government Act*

section 57.1 of the *Vancouver Charter*

section 83 of the *Local Government Act*

section 55 of the *Vancouver Charter*

campaign contribution

A sum of money, or the value of any goods or services, provided to a candidate or elector organization for use in an election campaign or towards the election expenses of an election campaign. A campaign contribution may be provided by donation, advance, deposit, or discount. For clarity, any money provided by a candidate in relation to his or her election campaign is considered a campaign contribution.

sections 83-93 of the *Local Government Act*

sections 55-65 of the *Vancouver Charter*

campaign financing disclosure statement

A statement that outlines the total amount of campaign contributions received, the sources of campaign contributions greater than $100, the amount and purpose of the election expenses, and use of surplus contributions, in relation to an election campaign. The campaign financing disclosure statement must be filed with the local government within 120 days after general voting day.

A campaign financing disclosure statement may be amended by filing a supplementary disclosure statement.

section 88 of the *Local Government Act*

section 60 of the *Vancouver Charter*

campaign finance records

The records used to complete a campaign financing disclosure statement. Campaign finance records must be kept by the candidate or financial agent for each campaign and include specific information about each campaign contribution made to the candidate or elector organization, and information about the election expenses that will be reported in the campaign financing disclosure statement.

section 33 of the *Local Government Act*

section 7 of the *Vancouver Charter*

candidate

A person who has submitted nomination papers before close of the nomination period, and has therefore been declared a candidate by the Chief Election Officer. Prior to the close of the nomiation period, a person who wishes to become a candidate is a nominee or prospective nominee.

sections 41-43 of the *Local Government Act*

sections 14-16 of the *Vancouver Charter*

chief election officer

The Chief Election Officer is appointed by the local government to conduct the election. He or she is guided by the *Local Government Act* or *Vancouver Charter*, and the local government elections bylaws, but has broad authority to do all things necessary for the conduct of an election in accordance with the legislation.

commissioner

See entry for "local community commission"

council

See entry for "municipal council"

councillor

A member of a municipal council who is not the mayor. Every councillor has the following responsibilities under the *Community Charter*:

- to consider the well-being and interests of the municipality and its community;
- to contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities;
- to participate in council meetings, committee meetings and meetings of other bodies to which the member is appointed;
- to carry out other duties assigned by the council; and
- to carry out other duties assigned by or under the *Community Charter* or any other Act.

election expense

The value of property or services used in an election campaign by, or on behalf of, a candidate or elector organization during the calendar year in which the general election is held. In a by-election, an election expense is the value of property or services used in an election campaign by, or on behalf of, a candidate or elector organization after the date of the vacancy for which the election is being held.

section 83 of the *Local Government Act*

section 55 of the *Vancouver Charter*

Under the Local Government Elections Regulation (B.C. Reg. 380/93), election expenses are classified as follows:

A. Election campaign advertising for:
   1) radio, television, newspaper, periodical or electronic advertising to the public
   2) signs, pamphlets, flyers and brochures and
   3) advertising and promotion for the public not included in A-1 or A-2 above;

B. Election campaign office expenses for:
   1) compensation paid to persons for campaign work, other than for services described in section 89(2) of the *Local Government Act*,
   2) rent, insurance, utilities,
   3) courier services and postage,
   4) furniture and equipment, and
   5) office supplies and other office expenses not covered by B-1 to B-4 above;

C. Convention and other similar meeting expenses;

D. Expenses for campaign related functions not described in C;

E. Research and polling expenses;

F. Campaign related transportation; and

G. Other (provide description).

elector organization

section 79 of the *Local Government Act*

section 51 of the *Vancouver Charter*

An organization formed for the purposes of promoting a candidate or point of view in a local government election. Promotion of candidates may include indicating endorsement of one or more candidates on the ballot if the elector organization has had a membership that includes at least 50 eligible electors for at least 60 days before the endorsement.

Campaign finance rules for candidate campaigns also apply to elector organization campaigns, and all elector organizations must appoint a financial agent who is responsible for ensuring compliance with the campaign financing rules.

electoral area director

A regional district board member who has been elected to that position by the electors of an electoral area.

financial disclosure statement

A public statement of corporate and personal holdings, made by all elected and appointed public officials required under the *Financial Disclosure Act*. The financial disclosure statement is designed to help public officials avoid situations of conflict of interest by identifying your financial interests. Financial disclosure statements must be filed with the local government at the time of nomination, annually while holding elected office, and shortly after leaving elected office.

The financial disclosure statement is different from the requirement to disclose campaign-financing information.

general local election

A collective reference to the elections conducted throughout the Province every three years for the mayor and all councillors of each municipality, electoral area directors of each regional district, commissioners in of each local community commission that uses a three-year term, local trustees of each area in the Islands Trust, and school board trustees of each school district.

general voting day

The final voting day in an election. General voting day is the third Saturday in November in a general local election, and a Saturday chosen by the Chief Election Officer in a by-election.

islands trust council

Islands Trust Act

The governing body of the Islands Trust. The Islands Trust Council is composed of two elected trustees (local trustees) from each local trust area and two appointed trustees from each municipal council in the Trust area (municipal trustees).

local community commission

section 838 of the *Local Government Act*

A body established by regional district bylaw in an electoral area to provide advice in relation to, or management of, one or more services of the regional district that are provided within the "local community." A local community commission is composed of four or six elected commissioners and the electoral area director.

Elected commissioners may be elected for a three-year term at the time of the general local election or for a one-year term, as specified in the establishing bylaw.

local trustee

A member of the Islands Trust Council who has been elected to that position by the electors of an island in the area of the Islands Trust that is not a municipality. Local trustees also serve on a local trust committee for the local trust area in which they are elected.

mayor

The head of a municipal council and chief executive officer of the municipality. In addition to the responsibilities of a councillor, the mayor has the following additional responsibilities under the *Community Charter*:

- to provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the municipality;
- to communicate information to the council;
- to preside at council meetings when in attendance;
- to provide, on behalf of the council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the council;
- to establish standing committees in accordance with section 141;
- to suspend municipal officers and employees in accordance with section 151;
- to reflect the will of council and to carry out other duties on behalf of the council; and
- to carry out other duties assigned by or under this or any other Act.

municipal council

The governing body of a municipality. A municipal council is composed of between four and ten councillors – the number of councillors depends on the population of the municipality – and a mayor. All members of a municipal council are elected during a general local election.

municipal director

A regional district board member who has been appointed to that position by a municipal council on which he or she serves. A municipal director may be a municipal mayor or councillor and serves on the regional district board until the municipal council appoints a replacement or he or she ceases to be a member of the municipal council.

municipal trustee

A member of the Islands Trust Council who has been appointed to that position by a municipal council on which he or she serves within the area of the Islands Trust for a term of one year. A municipal trustee may be a municipal mayor or councillor. A municipal trustee may be appointed by the municipal council for more than one term.

non-resident property elector

An individual who does not live in a jurisdiction but is entitled to vote in an election there by virtue of owning property in that jurisdiction. On voting day, a non-resident property elector must be:

- a Canadian citizen;
- at least 18 years of age;
- have lived in British Columbia for at least six months; and
- have owned the property for at least 30 days.

For more information on voter qualifications, please see the Voter's Guide, available from your local government office or http://www.gov.bc.ca/cserv/lgd/gov_structure/elections/voters_guide.pdf

regional district board

The governing body of a regional district. A regional district board is composed of elected representatives of non-municipal areas (see entry on electoral area directors) and appointed representatives from the municipal councils (see municipal directors).

resident elector

An individual who is qualified to vote in a jurisdiction by virtue of living in the jurisdiction.

On voting day, a resident elector must be:

- a Canadian citizen;
- at least 18 years of age;
- have lived in British Columbia for at least six months; and
- have lived in the jurisdiction for at least 30 days.

For more information on voter qualifications, please see the Voter's Guide, available from your local government office or http://www.gov.bc.ca/cserv/lgd/gov_structure/elections/voters_guide.pdf

school board

The governing body of a school district. A school board is composed of three, five, seven or nine elected trustees, as determined by order of the minister responsible for the *School Act*.

solemn declaration

A written oath or solemn affirmation of a signed statement witnessed by the appropriate local government officer, the Chief Election Officer, a lawyer or a notary. Solemn declarations attest to:

- a candidate's qualification to be nominated for office;
- the endorsement of a candidate by an elector organization; and
- the accuracy and completeness of a campaign financing disclosure statement.

volunteer

An individual who provides services for no remuneration or material benefit.

Sample Record Keeping Forms

RECORD OF MONETARY CONTRIBUTIONS

DATE	NAME	ADDRESS	CONTRIBUTOR CLASS	AMOUNT
29-Oct-04	Aaron Marson	12 Rosemount	1	$ 200.00
02-Apr-05	Candidate	123 Olive Road	1	$ 500.00
01-Jun-05	Dave Smith	604 Hillmont Ave	1	$ 250.00
05-Jul-05	Bill Santucci	103 Hampshire Lane	1	$ 10.00
10-Jul-05	Joe Hammond	104 - 1038 Harriet St.	1	$ 99.00
10-Aug-05	Mary Jones	301 - 1025 John St	1	$ 50.00
15-Aug-05	Moe Beeson	40 Tree Top Lane	1	$ 200.00
20-Aug-05	Smythe's Building Supplies Ltd.	800 High St	2	$ 1,000.00
	Alan MacKay	4 - 1025 Wilson St		
	Diane Smythe	4 - 1025 Wilson St		
08-Sep-05	Anonymous	Found in mailbox	6	$ 150.00
11-Sep-05	Allen Hardy	200 Tess Lane	1	$ 25.00
21-Sep-05	Jessica Barrett	5432 Browning St	1	$ 100.00
21-Sep-05	Kelly Homer	67 Cabbage Towne Lane	1	$ 20.00
28-Sep-05	George Lamont	321 - 789 Rosewood Pl	1	$ 300.00
05-Oct-05	Anonymous	Found at campaign office	6	$ 25.00
05-Oct-05	Living Landscape Society	579 South Fraser Way	5	$ 120.00
	Maureen Aavik	93 St. Ann Road		
	Tanner Zabaras	731 Columbia St		
07-Oct-05	Theresa Babcock	82 Young Avenue	1	$ 30.00
08-Oct-05	Della Xie	879 Cliff Cres	1	$ 30.00
09-Oct-05	James Cabrita	193 Wishart Ave	1	$ 60.00
15-Oct-05	Betty Average	400 University Heights	1	$ 500.00
15-Oct-05	Karen MacMillan	203-45 Montreal St.	1	$ 30.00
15-Oct-05	Sandeep Johal	276 Alymer St.	1	$ 30.00
17-Oct-05	Broadbent Communications	1039 Queen St.	2	$ 90.00
	Angus Roberts	402 Bushby Rd.		
	Theodore Broadbent	13 Treetop Cres.		
17-Oct-05	Jim Snell	6387 Omenica Road	1	$ 60.00
17-Oct-05	Anthony Charles	275 Manifold St.	1	$ 30.00
		Page 1 of 2	Page Total	$ 3,909.00
			Total Monetary Campaign Contributions	**$ 5,434.17**

CONTRIBUTOR CLASSES:		
1. individual	2. corporation or business	3. unincorporated organization
4. trade union	5. non-profit organization	6. other contributor

Sample Record Keeping Forms

RECORD OF MONETARY CONTRIBUTIONS

DATE	NAME	ADDRESS	CONTRIBUTOR CLASS	AMOUNT
18-Oct-05	Gail and Bill Green	3001 - 9837 Water St	1	$ 125.00
18-Oct-05	Mary Jones	301 - 1025 John St	1	$ 500.00
20-Oct-05	Anonymous	Donation jar at fundraiser	6	$ 5.00
20-Oct-05	Anonymous	Donation jar at fundraiser	6	$ 5.00
20-Oct-05	Anonymous	Donation jar at fundraiser	6	$ 10.00
20-Oct-05	Anonymous	Donation jar at fundraiser	6	$ 20.00
20-Oct-05	Anonymous	Donation jar at fundraiser	6	$ 20.00
20-Oct-05	Anonymous	Donation jar at fundraiser	6	$ 40.00
20-Oct-05	Anonymous	Donation jar at fundraiser	6	$ 50.00
20-Oct-05	Misaki Yakura	8736 Spokane Place	1	$ 60.00
20-Oct-05	Victor Dolby	83 Douglas Cres.	1	$ 60.00
06-Nov-05	Anonymous	Found at campaign office	6	$ 50.17
07-Nov-05	37265 BC Ltd.	106 Almond Ave	2	$ 500.00
	John Lee	456 Pleasant St		
	Maria Dickens	789 Gree Way		
07-Nov-05	Allen Hardy	200 Tess Lane	1	$ 80.00
		Page 2 of 2	Page Total	$ 1,525.17
			Total Monetary Campaign Contributions	**$ 5,434.17**

CONTRIBUTOR CLASSES:		
1. individual	2. corporation or business	3. unincorporated organization
4. trade union	5. non-profit organization	6. other contributor

Sample Record Keeping Forms

RECORD OF IN-KIND (DISCOUNTED AND DONATED) CONTRIBUTIONS

DATE	NAME	ADDRESS	CONTRIBUTOR CLASS	GOOD OR SERVICE	MARKET VALUE	PRICE PAID	CONTRIBUTION VALUE
01-Oct-05	Wayne McKellar Office Supplies Ltd	405 Alberta Way	2	office supplies	$ 50.00	$ 25.00	$ 25.00
	Wayne McKellar	14 Rosemount Ave					
	Tina Terink	14 Rosemount Ave					
01-Oct-05	Linda Halbert	123 Scott St	1	discount on rent	$1,500.00	$1,000.00	$ 500.00
10-Oct-05	Mary Jones	301 - 1025 John St	1	photographs	$ 170.00	$ 50.00	$ 120.00
10-Oct-05	Ruth Toothill	1827 Norman Way	1	decorations	$ 35.00	$ -	$ 35.00
15-Oct-05	Joan Hardy	4 - 1448 Bee St	1	gas	$ 5.00	$ -	$ 5.00
20-Oct-05	Edible Arts	1-903 St. Lawrence St	2	catering services	$ 600.00	$ 250.00	$ 350.00
	Jean-Yves Leclerc	3-903 St. Lawrence St					
	Marc Giroud	3-903 St. Lawrence St					
20-Oct-05	Ruth Toothill	1827 Norman Way	1	tableware	$ 75.00	$ -	$ 75.00
20-Oct-05	Ruth Toothill	1828 Norman Way	1	venue	$ 125.00	$ -	$ 125.00
30-Oct-05	Harry Trent	207 Thom St	1	speech writing	$ 100.00	$ -	$ 00.00
01-Nov-05	Tess Wilson	1789 Cheshire Ave	1	catering services	$ 450.00	$ -	$ 450.00
06-Nov-05	Anonymous		6	paper	$ 70.00	$ -	$ 0.00
10-Nov-05	Helen David	4567 Admirals Lane	1	gas	$ 25.00	$ -	$ 25.00
12-Nov-05	Helen David	4567 Admirals Lane	1	gas	$ 15.00	$ -	$ 5.00
15-Nov-05	Helen David	4567 Admirals Lane	1	gas	$ 30.00	$ -	$ 30.00
				Page 1 of 1		Page Total	$ 1,925.00
						Total In-Kind Campaign Contributions	**$ 1,925.00**

CONTRIBUTOR CLASSES:		
1. individual	2. corporation or business	3. unincorporated organization
4. trade union	5. non-profit organization	6. other contributor

Sample Record Keeping Forms

RECORD OF ELECTION EXPENSES

DATE INCURRED	DATE PAID	GOODS, PROPERTY OR SERVICES RECEIVED	EXPENSE CLASS	FAIR MARKET VALUE
01-Oct-05	01-Oct-05	office rental (Unit 6 - 590 Dallas Rd)	B2	$ 1,500.00
01-Oct-05	01-Oct-05	office supplies	B5	$ 50.00
01-Oct-05	20-Dec-05	telephone rental (Oct/Nov)	B4	$ 52.81
05-Oct-05	25-Oct-05	fundraiser ticket printing	G	$ 40.00
10-Oct-05	donated	fundraiser decorations	G	$ 35.00
10-Oct-05	donated	photos	A2	$ 170.00
15-Oct-05	donated	gas	F	$ 5.00
20-Oct-05	25-Oct-05	audio equipment rental – fundraiser	G	$ 78.00
20-Oct-05	01-Nov-05	food and catering services for fundraiser	G	$ 600.00
20-Oct-05	donated	tableware – fundraiser	G	$ 75.00
20-Oct-05	donated	venue – fundraiser	G	$ 125.00
21-Oct-05	25-Oct-05	printing (lawn signs)	A2	$ 200.00
25-Oct-05	25-Oct-05	lumber - election signs	A2	$ 50.00
25-Oct-05	25-Oct-05	pizza for sign crew	G	$ 20.00
25-Oct-05	donated	transportation (gas)	G	$ 20.00
30-Oct-05	donated	speech writing services	B1	$ 100.00
01-Nov-05	30-Nov-05	printing (flyers)	A2	$ 1,500.00
08-Nov-05	30-Nov-05	newspaper ads (ran Nov 8, 10, 14)	A1	$ 800.00
10-Nov-05	10-Nov-05	van rental (mileage included)	F	$ 275.00
10-Nov-05	donated	transportation (gas)	F	$ 25.00
12-Nov-05	donated	transportation (gas)	F	$ 15.00
15-Nov-05	15-Nov-05	van rental (mileage included)	F	$ 350.00
15-Nov-05	donated	transportation (gas)	F	$ 30.00
25-Nov-05	donated	food and catering services for thank-you lunch	G	$ 450.00
		Page 1 of 1	Page Total	$ 6,565.81
			Total Election Expenses	**$ 6,565.81**

ELECTION EXPENSE CLASSES:

A Election campaign advertising for:
- A1 Radio, television, newspaper, periodical or electronic advertising to the public
- A2 Signs, pamphlets, flyers and brochures
- A3 Other advertising & promotion

B Election campaign office expenses for:
- B1 Professional services
- B2 Rent, insurance, utilities
- B3 Courier services & postage
- B4 Furniture &equipment
- B5 office supplies & other office expenses

C Convention and other similar meeting expenses

D Other campaign related functions

E Research & polling expenses

F Campaign related transportation

G Other

Sample Record Keeping Forms

RECORD OF ANONYMOUS CAMPAIGN CONTRIBUTIONS REMITTED TO LOCAL GOVERNMENT

DATE RECEIVED	CONTRIBUTION (CASH OR GOODS)	VALUE	DATE REMITTED
08-Sep-05	Money	$ 150.00	30-Sep-05
06-Nov-05	Paper	$ 70.00	25-Nov-05
06-Nov-05	Money	$ 50.17	25-Nov-05
	Page 1of 1 Page Total	$ 270.17	
	Total Contributions Anonymous Remitted to Local Government	$ **270.17**	

Sample Campaign Financing Disclosure Statement

CAMPAIGN FINANCING DISCLOSURE STATEMENT FOR THE 2005 GENERAL LOCAL ELECTION

Local Government Act [section 90]

This disclosure statement is to be filed with the corporate officer of the [local government] within **120 days** after general voting day [insert deadline date].

NAME OF CANDIDATE

NAME OF OFFICE for which the candidate sought election

NAME OF ENDORSING ELECTOR ORGANIZATION (if applicable)

SUMMARY OF CAMPAIGN CONTRIBUTIONS

Total amount of campaign contributions (Total from Part 1, Schedule A)	$ 7089.00
List of contributors who made contributions totalling $100 or more (See Part 2 of Schedule A)	
Total amount of anonymous campaign contributions remitted to the local government (Total from Part 3 of Schedule A)	$ 270.17

SUMMARY OF ELECTION EXPENSES

Total amount of election expenses (Total from Schedule B)	$ 6,565.81

SURPLUS FUNDS

Transfer from local government (surplus funds from previous election)	Nil
Balance remaining in candidate's campaign account (See Schedule C for disbursement of surplus funds)	$ 523.19

NOTE: This is not a balance sheet; contributions are not required to equal expenses.

SEE REVERSE FOR CANDIDATE AND FINANCIAL AGENT DECLARATIONS.

Sample Campaign Financing Disclosure Statement

DECLARATION OF CANDIDATE

I, _____ [name of candidate], a candidate in the _____ _____ [name of local government] election, solemnly affirm that to the best of my knowledge, information and belief:

(a) this campaign financing disclosure statement and supporting schedules completely and accurately disclose the information required by section 90 of the *Local Government Act* in relation to my election campaign for the office of _____ [name of office] in the [year] General Local Election for the _____ [name of local government]; and

(b) the requirements of Division 8 – Campaign Financing of the *Local Government Act* have been met in relation to my election campaign for the office of _____ [name of office] in the _____ [year] General Local Election for the _____ [name of local government];

Solemnly affirmed before me at

_____, British Columbia this _____day of _____ , _____.

_____

Signature of Chief Election Officer or a Commissioner for taking affidavits for British Columbia

Signature of Candidate

DECLARATION OF FINANCIAL AGENT

I, _____ [name of financial agent], have prepared this disclosure statement and supporting schedules for _____ [name of candidate] and solemnly affirm that to the best of my knowledge, information and belief:

(a) this campaign financing disclosure statement and supporting schedules completely and accurately disclose the information required by section 90 of the *Local Government Act* in relation to the election campaign of _____ [name of candidate] for _____ [name of office] in the _____ [year] General Local Election for the _____ [name of local government]; and

(b) the requirements of Division 8 – Campaign Financing of the *Local Government Act* have been met in relation to the election campaign of _____ [name of candidate] for _____ [name of office] in the _____ [year] General Local Election for the _____ [name of local government].

Solemnly affirmed before me at

_____, British Columbia this _____day of _____ , _____.

_____

Signature of Chief Election Officer or a Commissioner for taking affidavits for British Columbia

Signature of Candidate

Sample Campaign Financing Disclosure Statement

Schedule A – Campaign Contributions

PART 1 – CONTRIBUTIONS

Contributions from known sources		
Total value of contributions of $100 or more from a single source (unless nil, also complete Part II)	A	$ 6,205.00
Total value of contributions of $99.99 or less from a single source	B	$ 709.00
Contributions from unknown (anonymous) sources		
Total contributions from anonymous sources		$ 445.17
Less anonymous contributions remitted to local government	-	$ 270.17
Total amount of anonymous contributions of $50 or less	C	$ 175.00
Total amount of contributions	**A + B + C**	**$ 7,089.00**

Sample Campaign Financing Disclosure Statement

PART 2 – CONTRIBUTORS

Contributors who made contributions totalling less than $100 18

Contributors who made contributions of $100 or more:

NAME	ADDRESS (IF APPLICABLE)	DATE	AMOUNT	CLASS
37265 BC Ltd.	106 Almond Ave	07-Nov-05	$ 500.00	Corporate
John Lee				
Maria Dickens				
Allen Hardy		11-Sep-05, 07-Nov-05	$ 105.00	Individual
Betty Average		15-Oct-05	$ 500.00	Individual
Candidate		02-Apr-05	$ 500.00	Individual
Dave Smith		01-Jun-05	$ 250.00	Individual
Edible Arts	1-903 St. Lawrence St	20-Oct-05	$ 350.00	
Jean-Yves Leclerc				
Marc Giroud				
Gail and Bill Green			$ 125.00	Individual
George Lamont			$ 300.00	Individual
Harry Trent		30-Oct-05	$ 100.00	Individual
Jessica Barrett			$ 100.00	Individual
Aaron Marson			$ 200.00	Individual
Linda Halbert		01-Oct-05	$ 500.00	Individual
Living Landscape Society	579 South Fraser Way		$ 120.00	Corporate
Maureen Aavik				
Tanner Zabaras				
Mary Jones		10-Aug-05, 10-Oct-05, 18-Oct-05	$ 670.00	Individual
Moe Beeson		15-Aug-05	$ 200.00	Individual
Ruth Toothill		10-Oct-05, 20-Oct-05	$ 235.00	Individual
Smythe's Building Supplies Ltd.	800 High St	20-Aug-05	$ 1,000.00	Corporate
Alan MacKay				
Diane Smythe				
Tess Wilson		01-Nov-05	$ 450.00	Individual
Total			$ 6,205.00	

PART 3 – ANONYMOUS CONTRIBUTIONS OVER $50 REMITTED TO LOCAL GOVERNMENT

DATE REMITTED	VALUE
30-Sep-05	$ 150.00
25-Nov-05	$ 70.00
25-Nov-05	$ 50.17
Total	$ 270.17

Sample Campaign Financing Disclosure Statement

Schedule B – Election Expenses

A. Election campaign advertising for:	
1) radio, television, newspaper, periodical or electronic advertising to the public	$ 800.00
2) signs, pamphlets, flyers and brochures	$ 1,920.00
3) advertising and promotion for the public not included in A-1 or A-2 above	$ 0
B. Election campaign office expenses for:	
1) compensation paid to persons for campaign work, other than for services described in section 89(2) of the *Local Government Act*	$ 100.00
2) rent, insurance, utilities	$ 1,500.00
3) courier services and postage	$ 0
4) furniture and equipment	$ 52.81
5) office supplies and other office expenses not covered by B-1 to B-4 above	$ 50.00
C. Convention and other similar meeting expenses:	$ 0
D. Expenses for campaign related functions not described in C:	$ 0
E. Research and polling expenses:	$ 0
F. Campaign related transportation:	$ 720.00
G. Other (provide description):	

audio equipment rental	$ 78.00
fundraiser ticket printing	$ 40.00
food and catering services	$ 1,070.00
fundraiser decorations	$ 35.00
tableware – fundraiser	$ 75.00
venue – fundraiser	$ 125.00

Total amount of other expenses	$ 1,423.00
Total Amount of Election Expenses	**$ 6,565.81**

Schedule C – Details of Surplus Funds Disbursement

A. Balance remaining in account	$ 523.19
B. Amount reimbursed to candidate from campaign account for the candidate's contribution to his/her campaign	$ 500.00
C. Amount of remaining surplus funds (after any reimbursement under B)	$ 23.19
D. Details of the disbursement of remaining surplus funds under C: donated to the G. Vanderveen Benevolent Society (Feb 14/06)	$ 23.19